



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday May 15, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by Vice-President Pease.
3. Roll Call – All present with the exception of Director Leete.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- New Community Center Pool; vote from homeowners and tax consequence.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for May 1, 2019.
2. Approve DRAFT minutes of special meeting for May 9, 2019.
3. Approve Register of District Invoices.

Motion by: Director Graves to approve the Consent Calendar.

Second by: Vice-President Pease.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of April.

Project Manager Sadler – Provided the details of the April 2019 Monthly Operations Report. There was discussion regarding emergency and a call out, conductivity level (salinity), the power outage (quick outage with no issues) and replaced pipes (Wells online).

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Establish an Updated and Restated Employee Personnel Manual and Approve Resolution No. 2019-03.

General Manager Davies – Provided the details regarding the updated Employee Personnel Manual and that the updates were presented to the Internal Operations Committee. Also note one correction to the Staff Report (Section 3.4.E.3 Specifying types of Exempt Employees Receiving Salary for Jury Duty) the corrected section is Section 3.5.D.3.

The revisions to the manual are listed below;

Section 1.2	Grammar Correction
Section 2.1.E	Listing Assistant General Manager as an Exempt Employee
Section 3.1.A	Deleting Holiday Time off for Regular Part Time Employees

- Section 3.2.A Deleting Pro Rata Vacation Benefits for Regular Part Time Employees
- Section 3.4.A&D Deleting Pro Rata Accrual of Sick Leave Benefits for Regular Part Time Employees
- Section 3.5.D.3 Specifying types of Exempt Employees Receiving Salary for Jury Duty
- Section 4.4.A.1 Overtime Pay
- Section 4.5.A&B Other Types of Pay

There was discussion regarding the revisions (well done) and that the Internal Operations Committee reviewed the manual.

Motion by: Vice-President Pease to approve the updated and restated Employee Personnel Manual and approve Resolution No. 2019-03.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

G. INFORMATIONAL ITEMS ONLY

None.

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Internal Operations Committee Meeting – May 9, 2019 – Director Graves provided the details regarding the Internal Operations Committee meeting related to the updated and restated Employee Personnel Manual.
 - b. East Contra Costa Fire Protection District Meeting May 8, 2019 – President Mayer provided the details of the meeting regarding the new Fire Marshall (Steve Aubert).
2. Other Reportable Items.

I. MANAGER'S REPORT

None.

J. GENERAL MANAGER'S REPORT

1. July 3, 2019 meetings; Board, Parks and Recreation Committee, Communications Committee, and Water and Wastewater Committee.

General Manager Davies – Provided the details regarding the cancellation of the July 3, 2019 meetings (Board, Parks and Recreation Committee, Communications Committee, and Water and Wastewater Committee)

Legal Counsel Pinasco – Stated a motion is needed to approve the cancelation of the meetings.

There was discussion regarding a special meeting can be scheduled if there is a need.

Motion by: Director Graves to accept the recommendation from Staff to cancel the meetings (Board, Parks and Recreation Committee, Communications Committee, and Water and Wastewater Committee) with the understanding if something critical occurs a special meeting can be scheduled.

Second by: Vice-President Pease.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

Legal Counsel Pinasco – Clarification that each meeting will have Cancellation Notice posted.

General Manager Davies – Stated Flags are at half-staff – Peace Officers Memorial Week and that May 15, 2019 is Peace Officer Memorial Day.

K. CORRESPONDENCE RECEIVED

1. R – Contra Costa County Aviation Advisory Committee meeting minutes for March 14, 2019.
2. R – Contra Costa County Aviation Advisory Committee meeting minutes for April 11, 2019.
3. R – East Contra Costa Fire Protection District meeting minutes for April 10, 2019.
4. R – State Route 4 Bypass Authority meeting minutes for March 14, 2019.

L. FUTURE AGENDA ITEMS

Developing specifications for the entire Community Center Pool Project.

Legal Counsel Pinasco – Stated that currently the Board has directed Staff to engage with Terracon a not to exceed of \$43,000 for a design and that the item can be up for discussion and action at the next board meeting.

There was discussion regarding the pool design process.

Legal Counsel Pinasco – Clarification regarding "Correspondence Received" additional correspondence received with a total of 5 received.

General Manager Davies – Clarification regarding "Future Agenda Item" – Item for discussion; developing specifications for the entire new Community Center Pool Project.

M. ADJOURNMENT

1. The meeting adjourned at 7:24 p.m. to the regular meeting on June 5, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-16-19

<http://www.todb.ca.gov/agendas-minutes>